



**FRANKLIN COUNTY
PUBLIC FACILITIES MANAGEMENT
373 South High Street, Lobby Level
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Building Manager
(Non-Bargaining Unit)

PCN: 034000

REPORT TO: Superintendent of Operations

P.R.: N19

RESPONSIBILITIES: Supervises and directs assigned operational units and various staff, including Supervisors, Forepersons, Maintenance Workers, Crew Leaders, Electricians, Engineers, Landscapers, Painters and Custodial Workers. Ensures adequate staffing levels, approves leave requests, and reviews and submits time sheets. Recommends and implements staff training, conducts employee performance appraisals, recommends disciplinary actions, and assists in interviews for vacant positions, etc., as needed.

Oversees and manages applicable buildings and facilities, supervises building and ground use and maintenance. Monitors buildings and grounds, including HVAC, lighting and cleanliness. Schedules and inspects maintenance and repair work to insure compliance with specifications and safety guidelines. Establishes performance standards and conducts audits, verifies invoices for payment. Makes recommendations regarding contract awards. Monitors facilities and equipment to insure conformance with established policies and procedures. Supervises and assists with set-up changes. Provides leadership and technical assistance to staff and patrons for emergency and coordinates building security.

Approves purchase requests and maintains purchase spreadsheets. Develops and prepares facility use and staffing reports. Provides information on building system performance. Recommends changes in policies and procedures and provide interpretation to staff and facility users. Recommends methods of improvement for services required in all areas of the facilities. Recommends maintenance and building safety solutions to the Superintendent of Operations.

MINIMUM QUALIFICATIONS: Five years of progressively responsible experience in building and facility maintenance and repair or related experience; or any equivalent combination of training and experience. Five years of maintenance experience in a commercial environment with a working knowledge of HVAC, Electric, Plumbing and Carpentry trades. **PREFERRED QUALIFICATIONS:** Possess OSHA 30 hour training, High Rise and High Risk Fire Safety, CPR and First Aid certifications. Possess Associate Degree in Business, Facility Management or related field. Experience in green and sustainable practices for operations and facilities management. Possess operations and/or facilities management and contract vendor management experience. Possess at least five years of supervisory experience.

STARTING SALARY: \$29.19 per hour, plus a comprehensive Benefits package
180 Day Probationary Period.

DATE POSTED: Monday, July 29, 2013

DEADLINE TO APPLY: Friday, August 9, 2013

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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